

Oliver Anak Dabit

Administrative/Customer Service/Sales Representative

KOTA DAMANSARA, PETALING JAYA

Email : OliverDabit@outlook.com

Contact : [+6012-8520224](tel:+6012-8520224)

Experience

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| Apr 2022 - Sept 2022 | OPERATIONAL HELPER (CONTRACT) <i>Sometime By Asian Designer, Oval Damansara (Warehouse)</i> <ul style="list-style-type: none">Place products in equipment or on work surfaces for further processing, inspecting, or wrapping.Help production workers by performing duties, cleaning area, load and unload ready product. |
| Feb 2022 - Apr 2022 | RETAIL ASSISTANT <i>Global Atelier, Fred Perry Pavillion Bukit Bintang</i> <ul style="list-style-type: none">Responsible on upselling, cross-selling and assist customer to complete the purchases and inquiries.Responsible on day to day store operation to maintain the sales floor quality and standards |
| May 2020 - June 2021 | KITCHEN HELPER <i>Convo Restaurant & Bar, Subang Jaya, Malaysia</i> <ul style="list-style-type: none">Responsible for preparation, cleaning, stocking duties and maintainance in the kitchen based on sound knowledge of food safety standards and procedures |
| Apr 2019 - Dec 2019 | SALES PROMOTER <i>Travelink Sdn. Bhd, Malaysia</i> <ul style="list-style-type: none">Approaching customer to meet their needs on selected items. Demonstrating, providing information and deliver good experience regarding products |
| Jan 2019 - Mar 2019 | BUSINESS DEVELOPMENT EXECUTIVE <i>Sinaran Canopy & Event Sdn Bhd, Jalan Ipoh, Malaysia</i> <ul style="list-style-type: none">Identifying sales, pitch service and site visit while project are on going to maintaining service quality |
| Mar 2019 - May 2019 | SALES & MARKETING DELEGATES <i>Invention Marketing Group (Appco Group), Menara Amcorp, Petaling Jaya</i> <ul style="list-style-type: none">represent client and productwork and developing as a team to raising up awareness through campaignweekly briefing and coaching with program director |
| Feb 2015 - Feb 2018 | CUSTOMER SERVICE/SALES RETAIL <i>Phone Star Marketing Sdn Bhd (Maxis Exclusive Partners) Petaling Jaya, Malaysia</i> <ul style="list-style-type: none">Responsible for sales, on going event and promotion as product brand |



TECHNICAL SKILLS

- Digital Graphic design (Adobe photoshop & illustrator)
- Hard communicaton skill technical writing, email, copy writing, social media content curation)
- Project management (risk management, budgeting technical report etc)

SOFT SKILLS

- Adaptability & flexibility (calmness, self motivation, open minded, decision making)
- Attention to detail (listening, questioning, critical observation)
- Collaboration & teamwork (coordination, idea exchange, active listening, delegation, open to feedback)
- Communication (empathy, respect, friendliness written communication)

SOFTWARE

- Microsoft excel (manage data entry, financial documentation, letter head)
- Microsoft word (format & re-use letter head, formal letter etc)

representative

Apr 2014 - Jan 2015

CUSTOMER SERVICE/BARISTA

Secret Recipe, NU Sentral, Kuala Lumpur

- Responsible for good communication as a restaurant frontliners and maintaining served product quality

Aug 2013 - Oct 2013

CLERICAL/ADMINISTRATOR (INDUSTRIAL TRAINING)

Ibu Pejabat Polis Daerah Sibul, Malaysia

- Preparing case report status
- filling, updating online database and index mastering for new cases

Educational Background

Sept 2012 - Feb 2015

SAITO UNIVERSITY COLLEGE SDN BHD

18, Jln Tengah, PJ NewTown, Petaling Jaya, Malaysia

- Diploma In Security Management

Mar 2010 - Dec 2011

SEKOLAH MENENGAH VOKASIONAL BETONG

Betong, Malaysia

- Upper Secondary in Electrical and Electronics

Jan 2007 - Dec 2009

SEKOLAH MENENGAH KEBANGSAAN BATANG IGAN

Batang Igan, Mukah, Malaysia

- Penilaian Menengah Rendah (PMR)

Volunteer Activities

Feb 2022

Tourism Malaysia Photo Challenge

Malaysia Tourism Promotion Board, Malaysia

- Participant

Oct 2021

USM Buddhist Society Photography Diary

USM Buddhist Society (Health Campus), Malaysia

- Participant

Aug 2020

Building A Kind Malaysia Workshop

Pusat Kreatif Kanak-Kanak Tuanku Bainun, Malaysia

- Participant

Sept 2019

INTERNATIONAL DAY: ZINE FEST 2019

Abandon Ink, Bandung, Indonesia

- Exhibitor

Mar 2019

**PESTA BUKU ANTARABANGSA KL KE-38:
UNIVERSITY BOOK STORE MALAYSIA (UBSM)**

Putra World Trade Centre, Malaysia

- Representative

- Adobe illustrator (manual tracing, painting image, creating vector image etc)

- Adobe photoshop (basic skills, re-touch photo, vectorize image etc)

LANGUAGE

Bahasa Malaysia



English



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| Dec 2018 | <p>AKADEMI SENI TEACH FOR THE NEEDS (TEATER MONA KE DAERAH M)</p> <p><i>Dewan Bahasa Dan Pustaka, Malaysia</i></p> <ul style="list-style-type: none"> ● Volunteer |
| Apr 2018 | <p>PESTA BUKU ANTARABANGSA KL KE-37: WRITE & BRAVE (INDIE BOOK PUBLISHER)</p> <p><i>Putra World Trade Centre, Malaysia</i></p> <ul style="list-style-type: none"> ● Representative |
| Mar 2018 | <p>LAWATAN KE POS ORANG ASLI TEMIAR GUA MUSANG, KELANTAN (SUARAM)</p> <ul style="list-style-type: none"> ● Representative |
| Dec 2017 | <p>DIY FEST @ LAPANGAN 58200 JLN KLANG LAMA GUA MUSANG, KELANTAN (SUARAM)</p> <p><i>Kuala Lumpur, Malaysia</i></p> <ul style="list-style-type: none"> ● Exhibitor |
| Dec 2017 | <p>KUALA LUMPUR ZINE FEST & DISTRO DAY OUT: ATAS By BIJANFX</p> <p><i>PJ, Malaysia</i></p> <ul style="list-style-type: none"> ● Exhibitor |
| Oct 2017 | <p>SELANGOR ZINE FEST, INDIE COMICS & DISTRO DAY OUT: SACC MALL</p> <p><i>Selangor, Malaysia</i></p> <ul style="list-style-type: none"> ● Exhibitor |
| Sept 2017 | <p>KL FREEDOM MUSIC FESTIVAL</p> <p><i>MCPA Hall KL, Malaysia</i></p> <ul style="list-style-type: none"> ● Volunteer |
| Sept 2017 | <p>SEKOLAH AKTIVISME SUARAM 2</p> <p><i>Janda Baik Pahang, Malaysia</i></p> <ul style="list-style-type: none"> ● Participant |
| Sept 2017 | <p>SEKOLAH AKTIVISME SUARAM 1</p> <p><i>Laman Bestari, Selangor Malaysia</i></p> <ul style="list-style-type: none"> ● Participant |
| Oct 2016 | <p>KUALA LUMPUR ZINE FEST, INDIE COMICS & DISTRO DAY OUT @ AWE GALLERY, PJ</p> <p><i>Petaling Jaya, Malaysia</i></p> <ul style="list-style-type: none"> ● Exhibitor |
| Dec 2016 | <p>KUALA LUMPUR ZINE FEST & DISTRO DAY OUT: FINDARS (ART SPACE GALLERY)</p> <p><i>Kuala Lumpur, Malaysia</i></p> <ul style="list-style-type: none"> ● Exhibitor |